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*Exceptional Student Services (ESS) / Data Management*

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## Frequently Asked Questions – DISCIPLINE

The Discipline FAQs are designed to address federal reporting requirements as defined in the Individuals with Disabilities Education Act (IDEA) Section 618 and should be used as guidance in validating the prepopulated data provided in the Discipline section within the Annual Special Education Data Collection application. Special education discipline data for all students must be submitted either via Arizona Safety Accountability for Education (Az SAFE) Online or via Az SAFE, uploaded through your Student Management System (SMS). Note: this submission requirement does not apply to special education discipline data for students in secure care facilities. Although these FAQs are not intended to provide guidance on how to enter the data in Az SAFE, pages 13–17 do contain specific questions pertaining to unique special education Az SAFE reporting issues.

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**Q1: WHY ARE PUBLIC EDUCATION AGENCIES (PEAS) NO LONGER RESPONSIBLE FOR SUBMITTING SPECIAL EDUCATION DISCIPLINE DATA THROUGH THE ANNUAL SPECIAL EDUCATION DATA COLLECTION ONLINE APPLICATION?**

A: Effective FY 2010 and forward, all PEAs (except for secure care facilities) that serve both general education students and special education students are required to submit discipline-related incidents via Az SAFE. Regardless of how the special education discipline data is submitted, PEAs are still responsible for ensuring that the data submitted is valid and timely.

Secure care facilities are NOT required to submit their special education discipline incident data via Az SAFE. These facilities are required to complete this data manually within the online application. See page 19 for more information about discipline reporting for county accommodation districts that serve secure care facilities.

**Q2: WHAT IS THE REPORTING PERIOD FOR DISCIPLINE DATA?**

A: Discipline counts cover the entire school year, from July 1 to June 30.

**Q3: IS DISCIPLINE DATA FOR PRESCHOOL STUDENTS INCLUDED IN THIS REPORT?**

A: Yes, this report requires data for children ages 3–21. Ages are determined as of the child count date (October 1) of the reporting year.

**Q4: DO DRUG OFFENSES INCLUDE ALCOHOL OR TOBACCO?**

A: No.

**Q5: ARE THERE ANY EXCEPTIONS FOR REPORTING WEAPONS OFFENSES?**

A: Yes, offenses involving a pocketknife with a blade of less than 2½ inches in length are not reported (18 U.S.C. § 930(g)(2)).

**Q6: THE INSTRUCTIONS FOR TABLE 5 INCLUDE DEFINITIONS FOR SEVERAL DATA ELEMENTS. IT IS DIFFICULT TO DETERMINE WHETHER TABLE 5 IS A COMPLIANCE-RELATED REPORT OR A DATA STATUS REPORT. WHAT IS THE PEA'S OBLIGATION REGARDING SUBMISSION OF THIS DATA?**

A: The primary purpose of Table 5 is to collect data about the way PEAs are implementing discipline requirements in the IDEA, Part B. The Office of Special Education Programs (OSEP) uses the data to report to Congress on the implementation of IDEA and to monitor States' compliance with IDEA. Section 618 of the IDEA requires States to provide data regarding discipline of children with disabilities. Section 618 also requires States to submit any other data requested by the Secretary. Failure to provide the requested data constitutes a substantial failure to comply with program requirements.



Q7: THE DEFINITION FOR OUT-OF-SCHOOL SUSPENSION STATES, "THIS INCLUDES . . . REMOVALS IN WHICH THE CHILD CONTINUES TO RECEIVE SERVICES ACCORDING TO HIS/HER IEP" (PAGE 2 OF 7 OF THE DISCIPLINE INSTRUCTIONS). DOES THIS MEAN THAT BY REPORTING A STUDENT AS SUSPENDED OUT-OF-SCHOOL FOR GREATER THAN 10 DAYS, A FAILURE TO PROVIDE A FREE APPROPRIATE PUBLIC EDUCATION (FAPE) IS IMPLIED, EVEN IF THE STUDENT CONTINUES TO RECEIVE SERVICES ACCORDING TO HIS/HER INDIVIDUALIZED EDUCATION PROGRAM (IEP)?

A: The point of the instructions is to clarify that all out-of-school suspensions should be reported here. Column 3 distinguishes between children with out-of-school suspensions totaling 10 days or less (3A) and those with out-of-school suspensions totaling more than 10 days (3B).

Q8: WHAT DOES A "PERMANENT CHANGE IN . . . PLACEMENT" (PAGE 7 OF THE DISCIPLINE INSTRUCTIONS) MEAN?

A: The term is used to describe those situations in which, following a student's violation of a code of student conduct, the IEP team decides to change the student's placement and such placement is intended to be permanent, i.e., extended beyond the period of any disciplinary action.

Q9: HOW ARE "TEMPORARY REMOVAL" AND "PERMANENT CHANGE IN PLACEMENT" DEFINED?

A: A *temporary removal* occurs when a student is removed from his/her current placement in which special education and related services have been delivered, according to the active IEP, for a disciplinary offense. This kind of disciplinary removal is made for a limited period of time only. A *permanent change in placement* is not defined in the IDEA statute. However, in the context of the instructions for this data collection, it means that the IEP team determines that the student should be removed from the current placement and is permanently placed in a less restrictive environment. Permanent changes in placement are not reported as disciplinary removals for this data collection.

Q10: MUST A STUDENT CONTINUE TO RECEIVE SERVICES WHEN PLACED IN AN INTERIM ALTERNATIVE EDUCATIONAL SETTING (IAES)?

A: If a student is placed in an IAES due to special circumstances as described in 20 U.S.C. § 615(k)(1)(G), or is removed from his/her current placement pursuant to 34 CFR § 300.530(c), the student must continue to receive services to enable participation in the general education curriculum and to progress towards meeting the IEP goals as discussed in § 615(k)(1)(D). The child must also receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications to address the child's behavior so that the behavior does not recur. However, a PEA must provide services to a child with a disability who has been removed from his/her placement for 10 days or less in that school year *only if* it provides educational services to a child without disabilities who is similarly removed.



#### Q11: WHAT IS A MANIFESTATION DETERMINATION?

- A: A manifestation determination is a review by the parent, the PEA, and other relevant members of the IEP team of all relevant information in the student's file, including the child's IEP and any teacher or parent observations, to determine whether the conduct that constituted a violation of the code of student conduct was a manifestation of the child's disability. See 20 U.S.C. § 615(k)(1)(E).

#### Q12: WHAT HAPPENS IF A STUDENT'S VIOLATION OF A CODE OF STUDENT CONDUCT WAS A MANIFESTATION OF THE STUDENT'S DISABILITY?

- A: If the violation of a code of student conduct is due to a student's disability, the child's IEP team must conduct a functional behavioral assessment or review an existing behavior intervention plan, and unless special circumstances exist as described in § 615(k)(1)(G), return the child to the placement from which the child was removed, unless the parent and PEA agree otherwise. See 20 U.S.C. § 615(k)(1)(F).

#### Q13: UNDER WHAT CIRCUMSTANCES MAY A CHILD BE REMOVED TO AN IAES FOR MORE THAN 10 DAYS?

- A: A child may be removed for 10 days, but not more than 45 school days, if he/she carries a weapon, possesses illegal drugs, or inflicts serious bodily injury upon another person. See 20 U.S.C. § 615(k)(1)(G).

Additionally a state hearing officer may place a child in an IAES for not more than 45 days at a time, if the state hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or others. See 20 U.S.C. § 615(k)(3)(B)(ii)(II). Finally, under 20 U.S.C. § 615(k)(1)(C), school personnel may choose to place a child whose behavior gave rise to a violation of a code of student conduct and is determined to not be a manifestation of the child's disability in an IAES for the same duration as discipline would be applied to nondisabled students for the same violation, so long as the child continues to receive services consistent with 34 CFR § 300.530(d) and 20 U.S.C. § 615(k)(1)(D).

#### Q14: IDEA 2004 ONLY REQUIRES SUBMISSION OF DATA ON SUSPENSIONS OF ONE DAY OR MORE. WHY IS OSEP COLLECTING DATA ON SUSPENSIONS OF A HALF-SCHOOL DAY OR LONGER?

- A: The permission to use half days in the calculation of suspension time is to the PEAs' advantage in minimizing the time reported. Note that PEAs should not report students if a student was only suspended for a half-day; a student should be reported only if his/her suspensions add up to at least one day during the school year.

#### Q15: WHAT IS THE DEFINITION FOR EDUCATIONAL SERVICES AS REFERENCED IN SECTION E OF THE DISCIPLINE TABLE?





A: In the context of this data collection, the term “educational services” refers to those services that will enable the student to participate in the general education curriculum and to make progress towards meeting the goals in his/her IEP. See 34 CFR § 300.530(d).

**Q16: IF A STUDENT RECEIVED AN IEP IN THE MIDDLE OF THE SCHOOL YEAR AND WAS SUSPENDED TWICE, ONCE AT THE BEGINNING OF THE YEAR AND ONCE AT THE END, DOES THE FIRST SUSPENSION (PRIOR TO HAVING AN IEP) COUNT?**

A: No. Although disciplinary removals for all children with disabilities for the entire school year must be reported, only disciplinary removals that took place during the time a child had an IEP will be reported.

**Q17: WHY IS OSEP COLLECTING DATA ON IN-SCHOOL SUSPENSIONS?**

A: OSEP is concerned that, through the overuse of in-school suspensions, many students may be removed from their placements determined by their IEP teams. In-school suspensions represent an interruption in the delivery of a student’s special education services. Collecting the data on in-school suspensions will allow OSEP to determine the extent to which students are removed from their placements and will assist OSEP in ensuring that states and PEAs are accountable for their in-school suspension policies.

**Q18: WHY DOESN’T THE DEFINITION OF IN-SCHOOL SUSPENSION INCLUDE ONLY STUDENTS NOT BENEFITING FROM REGULAR CURRICULUM WHILE IN THE IN-SCHOOL SUSPENSION?**

A: An in-school suspension represents a removal from the student’s IEP-determined placement, regardless of whether a student has access to the regular curriculum during the in-school suspension. OSEP is interested in collecting data on the extent to which students are removed from their IEP placements for disciplinary reasons.

**Q19: WHY DOESN’T THE DEFINITION OF IN-SCHOOL SUSPENSION SPECIFY THAT THERE IS A CESSATION OF SERVICES DURING DISCIPLINARY REMOVAL?**

A: An in-school suspension includes a removal from a student’s IEP-determined placement, regardless of whether the student receives his/her IEP services during the in-school suspension.

**Q20: THE ARIZONA ADMINISTRATIVE CODE’S DEFINITION OF SUSPENSION IS DIFFERENT FROM THE ONE PROVIDED BY OSEP IN THIS DATA COLLECTION. WHICH DEFINITION SHOULD BE FOLLOWED FOR PURPOSES OF COLLECTING THE REQUIRED DISCIPLINE DATA?**

A: When reporting IDEA data, states must use federal definitions for data elements. While OSEP recognizes that there is considerable variability across states in regard to practices and terminology, it is imperative that states adhere to the established reporting instructions and definitions that are provided in the data reporting guidelines, in order to ensure the interpretability





of the data and the ability to aggregate the data across states. Therefore, states must adhere to the established guidelines for data reporting in all of the IDEA data collections, even when those guidelines are in conflict with the terminology and data reporting practices in place within the states.

**Q21: WHY DOESN'T OSEP FOCUS ON WHETHER OR NOT A SUSPENDED CHILD RECEIVES THE REGULAR CURRICULUM, RATHER THAN FOCUSING ON WHETHER THE SUSPENSION IS IN-SCHOOL OR OUT-OF-SCHOOL?**

A: Both in-and out-of-school suspensions represent removals from a student's placement that were determined prior to a child's discipline, regardless of whether a student has access to the regular curriculum during the in-school suspension. OSEP is interested in collecting data on the extent to which students are removed from their IEP-determined placements for disciplinary reasons.

**Q22: SHOULD IN-SCHOOL SUSPENSIONS ADMINISTERED AS PART OF A BEHAVIOR INTERVENTION PLAN (BIP) BE INCLUDED IN THE DISCIPLINE REPORT?**

A: Yes, this recommendation is consistent with the reporting format. All in-school suspensions, including those administered as part of a BIP, will be reported.

**Q23: DOES SERIOUS BODILY INJURY INCLUDE SERIOUS BODILY INJURY TO THE OFFENDER, TO HIM-/HERSELF, OR TO THE VICTIM ONLY?**

A: Serious bodily injury includes only injuries to another person. Pursuant to 20 U.S.C. 615 (k)(1)(g), a student may be removed to an IAES for not more than 45 days without regard to whether the student's behavior is determined to be a manifestation of the child's disability if "a child has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the SEA (state educational agency) or PEA."

**Q24: IF A PRIVATE SCHOOL STUDENT WHO HAS A SERVICE PLAN IS BEING PROVIDED SPECIAL EDUCATION SERVICES BY THE DISTRICT IN WHICH THE PRIVATE SCHOOL IS LOCATED AND THE STUDENT IS REMOVED TO AN IAES OR SUSPENDED OR EXPELLED, SHOULD THE STUDENT BE INCLUDED ON THE DISCIPLINE REPORT?**

A: No. The Part B IDEA regulations, at 34 CFR §§ 300.132(c) and 300.133(c), clarify the types of data that a PEA and SEA must report related to parentally-placed private school children with disabilities. These regulations do not require the PEA or the SEA to provide data on a parentally placed private school child with disabilities who has a service plan if that child is removed to an IAES or suspended or expelled.



Q25: IF A STUDENT IS SUBJECT TO BOTH AN OUT-OF-SCHOOL SUSPENSION AND AN IAES REMOVAL FOR THE SAME OFFENSE, IS THIS REPORTED AS TWO REMOVALS IN COLUMN 5A OR IS IT REPORTED AS A SINGLE REMOVAL SINCE IT IS BASED ON THE SAME INCIDENT OR EVENT?

A: If a student is subject to both an out-of-school suspension and an IAES removal for the same offense, that student will be reported in Column 3A or 3B (depending on the length of the suspension) and again in either Column 1A or 2. In this case, the same offense results in two separate removals. As Column 5 is a report of total disciplinary removals, the removals should be reported separately, although they resulted from the same disciplinary offense.

Q26: IF A STUDENT WAS REMOVED TO AN IAES FOR HAVING A REPLICA OF A WEAPON (E.G., TOY GUN), WILL THIS STUDENT BE REPORTED UNDER COLUMN 1A AND 1C?

A: No, the student with a replica will not be counted as having a real weapon and will not be reported on the table under Column 1. The definition of a dangerous weapon is:

A weapon, device, instrument, material, or substance, animate, or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2½ inches in length (18 U.S.C. 930).

Q27: HOW IS A STUDENT WHO CLAIMS MORE THAN ONE RACE OR ETHNICITY REPORTED?

A: Students can only be reported under one race or ethnicity category. When ADE reports data to the OSEP, the data will include each student in only one of the following seven categories: (1) Hispanic / Latino of any race; (2) Asian; (3) American Indian or Alaskan Native; (4) Black or African American; (5) Native Hawaiian or Other Pacific Islander; (6) White; or (7) Multi-Racial. Note: students included in Hispanic / Latino will not be reported under any other category. *See page 6 of the discipline instructions for more information.*

Q28: DOES MANIFESTATION DETERMINATION APPLY ONLY TO 10 CONSECUTIVE DAYS OR DOES IT ALSO APPLY TO 10 CUMULATIVE DAYS?

A: A manifestation determination must be conducted if a student is removed for 10 consecutive days, or when a series of removals cumulates to 10 or more days in a school year and it is determined that a change of placement occurs.

Q29: DOES THE 10-DAY RULE APPLY TO OUT-OF-SCHOOL SUSPENSIONS ONLY OR DOES IT ALSO APPLY TO IN-SCHOOL SUSPENSIONS?

A: The current answer is out-of-school only.



Q30: WILL STUDENTS REPORTED AS EXPELLED IN SECTION E ALSO BE REPORTED IN COLUMNS 1, 2, OR 3 IN SECTIONS A–D? IN OTHER WORDS, IF A STUDENT IS EXPELLED UNTIL THE END OF THE SCHOOL YEAR FOR A WEAPONS OFFENSE (SAY THERE ARE 30 DAYS LEFT IN THE SCHOOL YEAR AND IS PROVIDED SERVICES IN AN IAES), IS THAT CHILD COUNTED IN COLUMN 1C AS WELL AS IN E?

A: The answer is yes, Section E will overlap with some of the removals reported in the earlier sections.

Q31: HOW ARE PERCENTAGES BEING CALCULATED FOR SECTION E? ARE THEY BEING CALCULATED AS THE PERCENTAGE RECEIVING EDUCATIONAL SERVICES? OR AS THE PERCENTAGE NOT RECEIVING EDUCATIONAL SERVICES?

A: Section E calculates the percentage of students expelled with services vs. the percentage of students expelled without services.

Q32: FOR A STUDENT WHO HAS BEEN EXPELLED AND DROPPED OUT, IS THE STUDENT COUNTED AS A DROPOUT, OR AS EXPELLED, NOT RECEIVING SERVICES?

A: The student will be counted as a dropout.

Q33: WILL A STUDENT WHO WAS UNILATERALLY REMOVED TO AN IAES FOR A DRUG OR WEAPONS OFFENSE BE REPORTED IN BOTH COLUMN 1 AND COLUMNS 3 OR 4?

A: No. For a single offense, a student who was unilaterally removed to an IAES for a drug or weapons offense will NOT be reported in Column 3 (suspensions/expulsions) in addition to Column 1. However, if the student was unilaterally removed for a drug or weapons offense and was later suspended for more than 10 days for a separate offense, then the student will be reported once in Column 1 and once in Columns 3 or 4.

Q34: IF A STUDENT WAS UNILATERALLY REMOVED BY SCHOOL PERSONNEL TO AN IAES TWICE IN ONE SCHOOL YEAR, ONCE FOR A DRUG OFFENSE AND ONCE FOR A WEAPONS OFFENSE, WILL THE STUDENT BE REPORTED IN BOTH CATEGORIES?

A: Yes. If a student was removed once for drugs (Column 1B) and once for weapons (Column 1C), the student will be reported once in each column. However, because Column 1A is an unduplicated count, this student will be reported only once in Column 1A.



**Q35: HOW WILL A STUDENT WHO WAS UNILATERALLY REMOVED BY SCHOOL PERSONNEL FOR A SINGLE INCIDENT THAT INVOLVED BOTH DRUGS AND WEAPONS BE REPORTED?**

A: If, in a single incident, a student committed both a drug offense and a weapons offense, the drug offense in Column 1B and the weapons offense in Column 1C will be reported. However, because Column 1A is an unduplicated count, this student will be reported only once in Column 1A.

Please note that the discipline collection for IDEA does not have a hierarchy for drug and weapons offenses.

**Q36: PLEASE CLARIFY THE DIFFERENCE BETWEEN THE UNDUPLICATED COUNT OF CHILDREN (COLUMN 1A) AND THE REMOVALS REPORTED IN COLUMNS 1B (DRUG OFFENSES) AND 1C (WEAPONS OFFENSES) AND 1D (SERIOUS BODILY INJURY).**

A: The law requires data on both "the number of students removed to an interim alternative educational setting" and "the acts or items precipitating those removals." The unduplicated count is a count of every student who was unilaterally removed by school personnel during the school year. Each student unilaterally removed for drug or weapons offenses or serious bodily injury is counted once and only once in Column 1A (unduplicated count). This is true no matter how many times a student is removed.

The columns for reporting removals are for reporting the number of times students were unilaterally removed for drugs (1B) or weapons (1C) or serious bodily injury (1D). All removals should be reported. For example, if a student was unilaterally removed to an IAES twice during the school year, you should report both offenses. If both times the student was removed for drug offenses, then report both offenses in Column 1B (1B = 2). However, because Column 1A is an unduplicated count, report this student only once in Column 1A.

**Q37: IS IT IMPORTANT TO CONFIRM THAT A STUDENT WENT TO AN IAES, OR CAN WE ASSUME THAT IF THE STUDENT WAS REMOVED FOR OVER 10 DAYS FOR A DRUG OR WEAPONS OFFENSE THEN HE/SHE WENT TO AN IAES?**

A: You must confirm that a student went to an IAES. PEAs should not assume that a school or district used unilateral removal simply because the student committed a drug or weapons offense. Unilateral removal is only one option available to local personnel in cases of drug or weapons offenses. While students with disabilities may be unilaterally removed for up to 45 days following a drug or weapons offense, it is not a mandated approach for dealing with all drug and weapons offenses. Schools or districts may choose to remove the students through other means, such as hearing officer determinations regarding likely injury or suspension/expulsion.



**Q38: WHERE SHOULD PEAS REPORT PLACEMENT CHANGES MADE BY AN IEP TEAM FOLLOWING A DISCIPLINARY INCIDENT?**

A: A permanent change in placement made by the IEP team is not a unilateral removal. A student in this situation should not be reported on the discipline table.

ADE will only report students in Column 1, unilateral removals for drug and weapons offenses and serious bodily injury, if school personnel (not the IEP team) ordered the removal from the current educational placement to an IAES. However, once school personnel order the removal, the IEP team (not school personnel) determines the appropriate IAES for the student. This is not a change in placement on the IEP, but an interim setting in which the student is placed for no more than 45 days.

**Q39: IF A STUDENT IS SUSPENDED AND SUBSEQUENTLY PLACED IN AN ALTERNATIVE SCHOOL, SHOULD THIS STUDENT BE COUNTED ON THIS REPORT?**

A: Yes, report the student as suspended. See Q & A listed on pages 2 and 3 for further explanation.

**Q40: IF A STUDENT WAS REMOVED FROM CLASS BY A RESOURCE OFFICER FOR MISBEHAVIOR AND TURNED OVER TO THE POLICE, WILL THIS INCIDENT BE REPORTED IN THE SPECIAL EDUCATION DISCIPLINE REPORT? IF SO, WHERE DOES IT FIT? RESOURCE OFFICERS ARE USUALLY PAID 50% FROM THE SCHOOL DISTRICT AND 50% BY THE LOCAL POLICE DEPARTMENT, SO THEY MAY BE CONSIDERED PEA EMPLOYEES. IS THIS A UNILATERAL REMOVAL BY SCHOOL PERSONNEL? IS THE LOCAL DETENTION CENTER CLASSIFIED AS AN IAES?**

A: As to whether a student who is incarcerated and/or removed from school grounds by police officers is considered as suspended or expelled, the removal does not count as either. A suspension is defined as specific action taken on the part of school personnel to remove a student from his/her current placement to an appropriate setting in response to a disciplinary offense (see 34 CFR § 300.530). Although in the scenario in which a student is removed from school grounds under the authority of the personnel paid partially by the school or police officers, that student would be incarcerated under the authority of the courts, not by the school personnel. So, the removal of the student from the school would not be reported as a suspension or expulsion unless the school personnel determined that it was appropriate to also formally suspend the student once she/he returned to the school.

**Q41: WHERE CAN I FIND INFORMATION ON AZ SAFE?**

A: Detailed information on Az SAFE can be found at <http://www.azed.gov/prevention-programs/az-safe/>.



#### Q42: WHO IS REQUIRED TO SUBMIT DATA VIA AZ SAFE?

- A: All public education agencies (PEAs) serving both general education students and special education students are required to participate in the submission of discipline-related incidents via Az SAFE, except for secure care facilities.

Secure care facilities are NOT required to submit their special education discipline incident data via Az SAFE. These facilities are required to complete this data manually within the online application. See page 19 for more information about discipline reporting for county accommodation districts that serve secure care facilities.

#### Q43: WHAT IF THE DATA POPULATED IN THE DISCIPLINE DATA TABLE DOES NOT APPEAR TO BE CORRECT?

- A: Corrections should be made within Az SAFE prior to **July 10** of the reporting year. The data populated in the Discipline section within the Annual Special Education Data Collection application will be refreshed regularly to reflect any corrections that have been made. Data correction using the Annual Special Education Data Collection application (Ess Annual Data) will be allowed from **August 5 through August 21, 2015**. The manual data revision process includes verification of the accuracy and validity of special education discipline data extracted from Az SAFE and confirmation of zero data for any schools within a PEA that have not reported any incidents during the current year. For more detailed information, see page 1 of the discipline instructions.

#### Q44: WHAT ABOUT STUDENTS WHO ARE 22 YEARS OF AGE?

- A: Special education students who are 22 years of age should be marked as "22+" in Az SAFE. Note that the date of birth is available on data that is entered through Az SAFE Online and two out of the four upload submission types.

#### Q45: DATA FOR COLUMN 2: UNDUPLICATED NUMBER OF CHILDREN SUBJECT TO REMOVAL BASED ON A HEARING OFFICER DETERMINATION REGARDING LIKELY INJURY MAY BE SUBJECT TO CHANGE/BE MANDATED TO CHANGE WITHIN AZ SAFE. WHY?

- A: The ESS Dispute Resolution team keeps track of the number of expedited hearings that result in a determination by the hearing officer that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or others. This data will be used to verify the accuracy of the data reported in Column 2. If the data are not accurate, the data in Az SAFE should be modified to reflect the accuracy of this data.



**Q46: HOW IS A STUDENT WHO HAS MORE THAN ONE DISABILITY REPORTED?**

A: If SAIS ID is provided in Az SAFE, the student will be reported under the disability that is identified as the federal primary need indicator (FPNI) in SAIS at the time of the disciplinary removal. If non-SAIS IDs are used in Az SAFE, the last reported disability category will be used.

**Q47: DOES AN AFTER-SCHOOL PROGRAM CONSTITUTE AN IAES?**

A: If the after-school program is like a detention and the student is still attending school, then do not report the removal in Az SAFE. If the after-school program is the setting determined by the IEP team after a removal by school personnel for drugs or weapons, then it is an IAES.

**Q48: ARE "FOR PROFIT" CHARTER SCHOOLS REQUIRED TO SUBMIT DISCIPLINE DATA FOR SPECIAL EDUCATION STUDENTS?**

A: Yes, "for profit" charter schools are required to submit discipline data for special education students.

**Q49: ARE ARIZONA ONLINE INSTRUCTION (AOI) SCHOOLS REQUIRED TO SUBMIT DISCIPLINE DATA FOR SPECIAL EDUCATION STUDENTS?**

A: Yes, AOI schools are required to submit discipline data for special education students.

**Q50: ARE COUNTY ACCOMMODATION DISTRICTS REQUIRED TO SUBMIT DISCIPLINE DATA FOR SPECIAL EDUCATION STUDENTS?**

A: County accommodation districts that serve traditional schools are required to submit discipline data for special education students. However, the following exclusions apply:

- County accommodation districts that operate as public consortia will not report discipline data, as students will be reported in Az SAFE by the home school district;
- County accommodation districts that serve secure care facilities only will report discipline data manually via data entry within the application (not via Az SAFE); and
- County detention centers (i.e., jail and juvenile facilities) will report discipline data manually via data entry within the application (not Az SAFE).

Note that county accommodation districts that serve both traditional schools and secure care facilities must report discipline data for students in traditional schools via Az SAFE and secure care facilities manually via data entry within the application (not Az SAFE).





#### Q51: HOW SHOULD ASDB STUDENTS BE REPORTED TO AZ SAFE?

A: ADE has decided that for the purpose of reporting ASDB students, data reporting in Az SAFE should be consistent with data reporting in SAIS. The following guidelines should be adhered to:

- Incidents and disciplinary action data for “voucher students” that are reported to SAIS by ASDB, should be reported by ASDB. Thus, voucher students attending a non-ASDB campus will need to provide incident and disciplinary action data to ASDB.
- Incidents and disciplinary action data for “fee-for-service students” that are reported to SAIS by the home PEA, should be reported by the home PEA.

#### Q52: IN THE AZ SAFE DETAIL DISCIPLINE REPORT, WHY DO SOME RECORDS HAVE INCIDENTID AND SMSINCIDENTID, AND SOME DON'T?

A: Because columns 1B, 1C, 1D, 2, and 5A count removals, and need to show the incidents that are counted. Columns 1A, 3A, 3B, 4A, 4B, 5B, 5C, and 5D count distinct students regardless of the number of removals, and so cannot show any specific incidents.

#### Q53: IN THE AZ SAFE DETAIL DISCIPLINE REPORT, WHAT ARE THE INCIDENTID AND SMSINCIDENTID DATA ELEMENTS?

A: IncidentID is the unique number that identifies a particular removal in the Az SAFE system. All incidents have an IncidentID. SMSIncidentID is relevant only if your PEA compiled and uploaded Az SAFE data from a commercial Student Management System (SMS). The SMSIncidentID is the unique incident number in your SMS. This number will help to identify the incidents in your SMS that are listed in the report.

#### Q54: IN THE AZ SAFE DETAIL DISCIPLINE REPORT, WHAT IS THE PERSONID?

A: The PersonID can come from one of two places, either from SAIS or from your local Student Management System (SMS) if your PEA uses one for reporting disciplinary incident data.

If your data is submitted through Az SAFE Online, the PersonID shows the student's SAIS ID. If you uploaded data from an SMS and your upload includes a SAIS ID, the PersonID column shows the student's SAIS ID.

If your SMS did not provide a SAIS ID, Az SAFE Online must use the student identifier that your SMS provides. Az SAFE Online has no way to distinguish identical IDs that come from different systems. To force non-SAIS IDs to be unique, Az SAFE places a school ID on the front of the student ID that the SMS provides. To find the student in your SMS, use the part of the number that follows the underscore.



**Q55: HOW SHOULD AN ACTION BE REPORTED FOR AN EXPULSION WHERE THE PARENT OR THE STUDENT (IF 18 YEARS OF AGE OR OLDER), DECLINES SPED SERVICES?**

**A:** Select "OTHER" option for action item and indicate "services declined" in the comment area.

**Q56: SHOULD DISCIPLINARY INCIDENTS BE REPORTED IN AZ SAFE FOR STUDENTS WITH DISABILITIES PARTICIPATING IN EXTENDED SCHOOL YEAR (ESY)?**

**A:** Yes. The reporting year for the Annual SPED Data Collection and for Az SAFE is July 1 – June 30.

**Q57: WHAT DOES THE TERM "TUITIONED-OUT" REFER TO?**

**A:** The term "tuitioned-out" refers to students who due to an IEP team or state-placing agency decision regarding least restrictive environment (LRE), are placed in approved private day schools, residential treatment centers (RTCs), head start programs, or public consortiums. Note this term does not include students who are tuitioned-out from one PEA to another PEA.

**Q58: AS THE DISTRICT OF RESIDENCE (DOR), HOW DO I OBTAIN DISCIPLINARY INCIDENT DATA FOR TUITIONED-OUT STUDENTS THAT RESIDE IN MY PEA?**

**A:** PEAs that have tuitioned-out students will need to contact the individual agency where the students attend and request the federally reported discipline data. Once obtained, this data would be entered into the Discipline Report that appears under the "Tuitioned-out" school included on your PEA School List